

Commercial/Industrial/Institutional/Multi-Family Project Checklist for Complete Application Review

This checklist is a tool to assist applicants and to help the City expedite permit applications. In addition, it is intended that a complete review will be accomplished with the first submittal. An incomplete application will be returned without a complete review being performed. This checklist review for a complete application does not fall under the same constraints as a land use application. Check off the items submitted on this checklist and return it attached to a dated transmittal form or cover letter accompanying the application submittal. Should any item not be needed or applicable to the project, then a brief statement of explanation needs to be written in the space below the item.

- ☐ Seven sets of 24 by 36 inch plans (each sheet stamped by a design professional) including:
 - ☐ Cover sheet with 5 inch by 5 inch clear space in lower right corner for City stamp
 - ☐ Grading and erosion control plan with wetlands and floodplains identified
 - ☐ Composite utility plan with easements and structures shown (identify private streets)
 - ☐ Water plan and profile
 - ☐ Sanitary sewer plan and profile (identify/label public and private improvements)
 - ☐ Storm drainage plan and profile (identify/label public and private improvements)
 - ☐ Storm water quality/quantity facility plan and details
 - ☐ Landscape plan and lighting plan (with all site and public street lights)
 - ☐ Detail pages
 - ☐ Traffic signing and striping plan / traffic signal plan (if required)
 - ☐ Franchise utility plan (PGE, NWNG, VERIZON, QWEST, COMCAST)
- ☐ Intersection Sight Distance Certification (if meeting public roadway)
- ☐ Hydrant flow test report and water system analysis for the public water system
- ☐ Completed Certified Impervious Surface Area Inventory and Water Quality Facility Information Sheet (City Standard Form, stamped by engineer, surveyor, or architect)
- ☐ (2) Reports - Storm Water Quality & Quantity Facilities design calculations with PE stamp
- ☐ CWS Service Provider Letter and approved plans
- ☐ Completed Agreement to Construct Improvements and Retain Design Professionals Registered in Oregon (City Standard Form, signed by all applicable parties)
- ☐ Completed Application (City Standard Form) and check for plan application fee
- ☐ Completed 1200-C Erosion Control Application, LUCS Form & CWS Checklist (1 acre or more)

Submitted by: _____ Date: _____

Subdivision/Partition Checklist for Complete Application Review

This checklist is a tool to assist applicants and to help the City expedite permit applications. In addition, it is intended that a complete review will be accomplished with the first submittal. An incomplete application will be returned without a complete review being performed. This checklist review for a complete application does not fall under the same constraints as a land use application. Check off the items submitted on this checklist and return it attached to a dated transmittal form or cover letter accompanying the submittal. Should any item not be needed or applicable to the project, then a brief statement of explanation needs to be written in the space below the item.

- ☐ Seven sets of 24 by 36 inch plans (each sheet stamped by a design professional) including:
 - ☐ Cover sheet with 5 inch by 5 inch clear space in lower right corner for City stamp
 - ☐ Grading and erosion control plan with wetlands and floodplains identified
 - ☐ Street plan and profiles (identify public & private streets)
 - ☐ Composite utility plan with easements and structures shown (identify private streets)
 - ☐ Water plan and profile
 - ☐ Sanitary sewer plan and profile
 - ☐ Storm drainage plan and profile
 - ☐ Storm water quality/quantity facility plan and details with landscape plan
 - ☐ Street light plan / signing and striping plan / signal plan (if required)
 - ☐ Detail pages
 - ☐ Utility easement locations (PGE, NWNG, VERIZON, QWEST, COMCAST)
- ☐ Intersection Sight Distance Certification (if meeting public roadway)
- ☐ Hydrant flow test report and water system analysis for the public water system
- ☐ Completed Certified Impervious Surface Area Inventory and Water Quality Facility Information Sheet (City Standard Form, stamped by engineer, surveyor, or architect)
- ☐ (2) Reports - Storm Water Quality & Quantity Facilities design calculations with PE stamp
- ☐ CWS Service Provider Letter and approved plans
- ☐ Completed Agreement to Construct Improvements and Retain Design Professionals Registered in Oregon (City Standard Form, signed by all applicable parties)
- ☐ Completed Application (City Standard Form) and check for plan application fee
- ☐ Completed 1200-C Erosion Control Application, LUCS Form & CWS Checklist (1 acre or more)

Submitted by: _____ Date: _____